

CTEIS Instructions
for
Follow-up 2006

February 2006

Provided by the Survey Support Center (SSC)
Operated by

IDEA Consultants, Inc.
17520 W. Twelve Mile Road
Southfield, MI 48076

Under a Grant from the
Office of Career and Technical Preparation (OCTP) of the
Michigan Department of Labor & Economic Growth (DLEG)

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INTRODUCTION

The purpose of the 2006 Follow-up Survey of 2005 completers* is to gather information needed to help people make decisions about career and technical education programs that prepare students for jobs. Program fiscal agencies* that receive Federal or State funds for conducting programs are required to report follow-up data about program completers.

National and state agencies use the survey results for policy studies, annual program planning and establishing funding formulae. Many local districts, additionally, report their own results as well as state results to their local school boards and the press.

The Office of Career and Technical Preparation (OCTP) of the Michigan Department of Labor & Economic Growth (DLEG)* mandates and monitors the survey. OCTP also funds a Survey Support Center (SSC)* to handle the flow of paper and data to and from the fiscal agencies, to assist in obtaining complete and accurate data, to perform all data processing and, in general, to facilitate the survey. For several years OCTP has awarded a grant to IDEA Consultants, Inc. (IDEA)* to operate this Survey Support Center.

The SSC prepares and sends survey findings, to all program fiscal agencies, that show results for the programs they conducted. In addition, the SSC also provides "home school" reports to districts that participate in career center or shared-time programs. Home school reports enable districts to see results for their own students separate from the findings for all students in a program.

The follow-up survey population is based on reported completer counts from the 4301 Year End Report. In situations where a student completes one program as an 11th grader and then completes the same or a different program as a 12th grader, it is important to unduplicate between the two years or else your follow-up counts would include the same student twice. Generation of the 4301 using the CTEIS software automatically unduplicates these completer counts for a district and provides the basis for the follow-up counts reflected on the enclosed X0602 report for your fiscal agency.

The student may select which completed program, (from those they completed as an 11th or 12th grader) to which their survey questions will be directed. A copy of the student phone survey form for use when surveying the student, a proxy phone survey form when surveying someone other than the student, and a mail survey have been included in your packet.

*See Appendix A - Definition of Terms.

Please remember that:

- You, as a representative of your local program fiscal agency, will survey the completers of reimbursed wage-earning programs your agency reported last July on Section A, Form 4301, "Secondary Vocational Enrollment and Termination Report for School Year Ending June 30, 2005" on line 2 (12th grade & adult completers) plus those on line 5 (amended previous year 11th grade completers). **Do not survey students who were enrolled only in Consumer and Homemaking courses with CIP Code 19.0000.**

CTEIS provides a follow-up listing feature which shows all students by CTE program by building. The student is listed under the most recently completed program as reported on the 4301, but other qualifying programs for which the student may be interviewed are also shown. This list should be provided to your survey interviewers as a calling list for contacting students.

- To obtain the information from your completers, you may survey by phone, face to face interview, or mail using the appropriate version of the survey (student, proxy or mail). It is recommended that you carefully review the *Protocol Manual* also enclosed in your follow-up packet. This manual provides the interviewer with guidelines and procedures for conducting a successful follow-up along with a detailed description of all items included on the survey forms for this year's process.
- You are required to send your follow-up survey data download diskette(s) to your Regional Career and Technical Education (CTE) Administrator following the time lines shown later in this guide. The CTEIS follow-up download feature will automatically transfer the appropriate survey information to diskette including the student's name, phone number, and the CTE CIP/PSN of the follow-up program for all completers **whether or not you are able to contact the student**. This same diskette will include survey data for those who responded to the follow-up survey and a noncontact reason for those who could not be reached.
- The SSC will keep all follow-up data strictly confidential. Only persons in the SSC who conduct the verification and nonrespondent studies will have access to this information. A memorandum from the State Office of the Attorney General upholds the legitimacy of the providing this data. A copy of this memorandum and other pertinent information appear in Appendix "B." Please direct any policy questions about this to Dr. Jill Kroll at OCTP (email krolljc@michigan.gov or phone: 517-241-4354).

*See Appendix A - Definition of Terms.

- The SSC will base your follow-up survey response rates on the number of completers your school reported in Part A on the 4301 as stated previously. This means that the SSC will calculate a rate, for each Program Serial Number (PSN)* on the 4301, by dividing the number of completers who respond to the follow-up survey by the total number of completers you reported in Part A on the 4301 reports.
- SSC will destroy all follow-up materials when a release is granted by the Project Monitor.
- In conducting the survey, we highly recommend that you make administrators, counselors, teachers, placement coordinators, students, and the community aware:
 1. That you are conducting the survey; and
 2. That the school and community can benefit from using the results.
- While there is no choice about following up completers of reimbursed programs, you do have the option, as in previous years, of surveying nonCTE graduates. However, you may only use added cost funds to cover the expense of surveying your former CTE completers.

This follow-up guide provides instructions for using the Career and Technical Education System (CTEIS) to assist with various aspects of the follow-up. CTEIS makes the process of conducting follow-up a more cost-efficient and time-saving endeavor. In addition, because all districts reporting Career and Technical Education (CTE) enrollments in Michigan used CTEIS to file their 2004-2005 reports, their CTEIS data also includes pertinent information for the 2006 follow-up.

If you **do not** wish to use CTEIS for submission of your survey data, please contact the SSC at (800) 321-8076 to request further instructions for completion of a noncomputerized follow-up. A district must assume any extra costs incurred by the Survey Support Center to translate non-computerized data into a compatible format for CTEIS.

If you wish to **use other software or databases other than CTEIS** to input your follow-up survey data, contact the Survey Support Center at (800) 321-8076 for a copy of the follow-up data file layouts required for submission of this data. It is the responsibility of the district to insure that the data is provided in this required layout if they elect not to utilize CTEIS for follow-up survey data entry and diskette generation / submission.

*See Appendix A - Definition of Terms.

SERVICES IN SUPPORT OF YOUR SURVEY

The Survey Support Center provides a variety of services for follow-up. The SSC will:

1. Supply additional needed materials for district.
2. Assist local districts in using CTEIS for follow-up (i.e. generating follow-up lists, survey entry, downloading data to diskette).
3. Answer questions related to the follow-up survey forms.
4. Offer suggestions for solving problems you may have in conducting your survey.
5. Provide advice for conducting an efficient and effective follow-up survey.

The Survey Support Center provides the instructions and suggestions which may be found on the following pages as well as in the appendices listed below:

1. A definition of terms. (Appendix "A")
2. Authority to collect career and technical education data. (Appendix "B")
3. A sample cover letter for mail survey. (Appendix "C")
4. A sample cover letter for nonrespondents to the mail survey. (Appendix "D")

HELP IS AVAILABLE

If you have any technical or logistical questions regarding the survey forms, or need assistance with how to collect the survey data, please call the Survey Support Center at IDEA Consultants, Inc. at (800) 321-8076 or email us at followup@ideaconsultants.net. For any issues relating to CTEIS operations or usage, please contact PTD Technology at 517-333-9363 x27 or 800-203-0614 x27 or email them at cteis.help@ptdtechnology.com. Direct questions regarding DLEG* policy issues as well as suggestions for further improvement to Dr. Jill Kroll, Office of Career and Technical Preparation (email krolljc@michigan.gov or phone: 517-241-4354).

*See Appendix A - Definition of Terms.

2006 FOLLOW-UP TIMELINES	
Date	Activity
Week of January 30, 2006	Follow-up packets mailed to Regional CTE Administrators for distribution to local districts. All materials will also be made available online via the DLEG web site. Upon receipt of packets, Regional CTE Administrators should distribute them to local district follow-up contacts, verifying receipt with 3 days of delivery.
Week of February 6, 2006	Local Districts begin the survey data collection process.
April 24, 2006	Local Districts submit follow-up data download diskette(s) to Regional CTE Administrators. Regional CTE Administrators should notify Dr. Jill Kroll at OCTP (517-241-4354) of districts which have not submitted along with a projected delivery date.
May 1, 2006	Regional CTE Administrators deliver all materials to the SSC.
Week of September 4, 2006	SSC mails survey results to Regional CTE administrators for distribution to local superintendents and local follow-up contact personnel.

STEPS FOR SUCCESS FOLLOW-UP 2006

Follow-up 2006 using CTEIS has been designed as a step-by-step process. By following these steps, you can be sure you will not overlook any of the necessary elements.

Step 1. Review your Follow-up packet.

The following items will be included in your follow-up materials packet to be sent to the local follow-up contact person.

- a memorandum from the State Director of the Office of Career and Technical Preparation;
- a copy of the memorandum from the Project Administrator of the Survey Support Center;
- a report (X0602) which indicates the number of completers to be surveyed by program by building for your fiscal agency (2004-2005 12th grade / adults - grade 13), 2003-2004 11th grade) based on your 2005 4301 report;
- one copy of each survey form (introductory script, student, proxy, mail) for duplication purposes;
- a copy of the Follow-Up 2006 Protocol Manual; and
- a copy of the Follow-up 2006 - CTEIS Instructional guide.

Note: All survey forms, the protocol manual and the CTEIS instructional guide will be posted to the OCTP web site noted below or go to <http://www.michigan.gov/octp>, then the Data Evaluations and Reports link, then scroll down to the Follow-up Survey link at the bottom of the screen.

Step 2. Generate your Follow-up 2006 Student Listing.

Follow-up Listing / Download

☒ Generate Listing ☐ Generate Download

Select Drive for Download

A
FTP

Select Building(s)

Select All Clear All Reverse All

CEPD	FA	FA Name	OA	OA Name	OB	OB Name
<input checked="" type="checkbox"/>	31	33020	Lansing Public School District	33020	Lansing Public School District	01044 Eastern High S
<input checked="" type="checkbox"/>	31	33020	Lansing Public School District	33020	Lansing Public School District	01166 Everett High S
<input checked="" type="checkbox"/>	31	33020	Lansing Public School District	33020	Lansing Public School District	05148 Hill Center

Contact person:

Address:

City:

Zip:

Phone: () -

Email address: (Enter *@* if no email address available.)

To Generate the Follow-up 2006 Listing:

Note: Be sure that your 2004-2005 CTEIS database is the current / active one. If not, choose Select File from the CTEIS Main Menu and choose it.

- a. *From the CTEIS Main Menu, click Follow-up.*
- b. *Click Follow-up Listing / Download. The Generate Listing option is automatically selected.*
- c. *This screen displays all operating buildings in this database. By default, all buildings are checked. You may choose to clear all checks and choose only selected buildings. However, a follow-up list will generate only for buildings with eligible students to be surveyed. A message will display indicating if any selected buildings have no students to be included.*
- d. *Click continue to display the follow-up list. Once displayed to the screen, the user may click print to send the list to the printer.*

Step 3. Review Follow-up Listing.

Users should review the follow-up listing prior to initiating survey contacts to be sure that the list is accurate and that phone number information is available.

Review Counts:

Verify the number of students to be surveyed by program with the enclosed X0602 report and 2005 4301 report. On the follow-up list, the completer count displays at the end of each program showing the total number of completers, the number of students completing as a 2005 12th grader or adult student (C: count) and the total number of students completing only as a 2004 11th grader (X: count). These counts should correspond to those reported on the 2005 4301 as follows:

- *Total number of 2005 12th grade / adult students (C: count) = Counts on line 2 of the 2005 4301*
- *Total number of 2004 11th grade “only” completers (X: count) = Counts on line 5 of the 2005 4301*

If there is a discrepancy in the count, please consult your 2005 4301 report and its verification listings (line 1, 2, 3 & the one for lines 4 & 5).

Important

The Follow-up listing program completer counts should reflect the same as reported on the 2005 4301 report (sum of line 2 and line 5 for each program). If there are differences, please check the following.

IMPORTANT: ***Changes in reported completion counts since the 2005 4301 report MUST BE APPROVED by Dr. Jill Kroll at OCTP PRIOR to submitting your follow-up information.***

- **Deletion and reentry of student records.** If users delete and reenter students, their CTEIS student ID will be different. This may cause the unduplication of students who complete as a 2003-2004 11th grader and then again as a 2004-2005 12th grader to not occur. CTEIS uses the CTEIS student ID from one school year to the next for this unduplication process.
- **Grade level change.** If the student's grade level in school has been changed, this may effect whether the student appears on the follow-up listing. For example, if the student was an 11th grade completer in the 2003-2004 year, but did not advance to grade 12 for the 2004-2005 year, the student will not appear for follow-up. Only students who are grade 12 or grade 13 in the 2004-2005 CTEIS database and were reported as a completer (2003-2004 as an 11th grader or 2004-2005 as a 12th grader or adult - grade 13) will be included.
- **Completion status changes made by CTEIS users.** These changes may have occurred for one or more of the following reasons:

The CTEIS user changed the completion status for a student's course section code (CSC) from L (left program) or E (Enrollee) to a C (completer). If so, you must use the unduplicate records utility (under Entry Utilities) and choose the individual process type option to check the follow-up box for this student for this CSC in order for the student to appear on the follow-up listing.

The CTEIS user changed the completion status for a student's course section code (CSC) from C (completer) to E (Enrollee) or L (Left Program). If so, users may use the unduplicate records utility (under Entry Utilities) and choose the individual process type option to uncheck the follow-up box for this student OR they may use the Remove Student button on the follow-up survey entry search screen to remove the student from the follow-up student listing.

- **Unduplication of follow-up counts for a student(s) who was reported as a completer at both an area center and their local high school.** Discovery of the need to eliminate a student from the follow-up listing requires that the CTEIS user click the Remove Student button on the follow-up survey entry search screen to uncheck the follow-up box for this student.
- **Deletion of enrollment information (CSC) or the entire record for a student.** Students who have a CSC which has the follow-up box checked (on the student's enrollment screen) must not be deleted from the database due to the effect on the follow-up count for the applicable program.

Check Exit Status (Graduate):

Due to the use of the follow-up data for Perkins, it is critical that exit status for all students be accurate. This information was reported on the 2005 4301 report for any 2004-2005 CTE enrollees / completers.

- For those 12th graders who were noted as completers for 2004-2005 (line 2), verify that their exit status was reported accurately.*
- If you have any students who were 12th graders in 2004-2005, but were not CTE enrollees / completers for that year (2003-2004 11th grade completers), their exit status may not have been updated. Please review the exit status for these students and make corrections as applicable.*

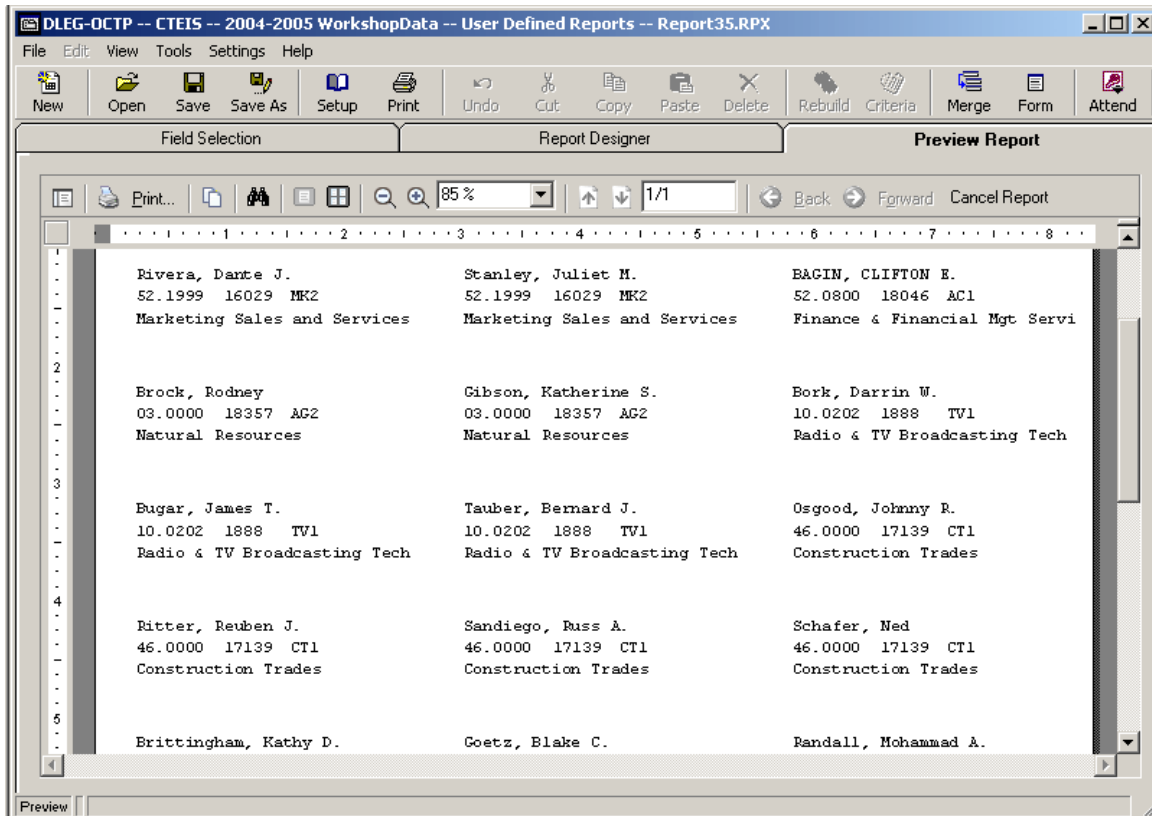
Step 4. Make student contacts.

Using the CTEIS follow-up student list (from Step 2), duplicate the number of survey forms as needed including the introductory script form. It is suggested that the surveyor either write the student's CTEIS student ID number and name OR affix follow-up survey labels (see below) to the introductory script form for each student on the follow-up list. When contacts are made, attach the appropriate survey form (student, proxy) to the introductory script for the student. Please consult the Follow-up Protocol manual for proper procedures and techniques for conducting the survey.

Follow-up labels may be printed from CTEIS as follows. These labels include the student's name, phone number, and the most recently completed (reported) wage earning program as shown in the sample below.

- a. From the Main Menu, click Local Reports.*
- b. Click User Defined Reports.*
- c. Click Open. Click the Report Templates button and then click into the labels folder.*

- d. *Select the Follow-up Surveys Labels.tpl report.*
- e. *Answer Y to display the report. Insert labels into your printer and click print.*



Step 5. Enter survey data into CTEIS.

Entry of the survey data may be completed while you conduct the survey or you may enter the surveys as a group at anytime.

- a. *From the Main Menu, click Follow-up.*
- b. *Click Follow-Survey.*
- c. *This display lists students to be included in the follow-up.*

DLEG-OCTP -- CTEIS -- 2004-2005 WorkshopData -- frmFollowup_Search

Follow-up Search

Total Students: 20

[Exit](#)

Search by

Last Name	First Name	CSC	CTEIS Student ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[ShowAll](#)

Last Name	First Name	Course Section Code	CTEIS Student ID
BAGIN	CLIFTON	AC1	17
Bork	Darrin	TV1	23
Brittingham	Kathy	VI1	1
Brock	Rodney	AG2	24
Bugar	James	TV1	25

[Remove Student](#)

Fup	Survey	CSC	CSC Name	Teacher Name	Completion Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>	AC1	Accounting & Business & Management	Foglesong ,Maureen	X

☒ Student
 ☐ Proxy
 ☐ Mail

Follow-up Search Candidate

Name: Last <input type="text" value="BAGIN"/> First <input type="text" value="CLIFTON"/> MI <input type="text" value="E"/>		CTEIS Student ID <input type="text" value="17"/>
Phone1 <input type="text"/> Phone2 <input type="text"/>		CSC <input type="text" value="AC1"/>
Noncontact <input type="text"/>		Program Name <input type="text" value="Finance & Financial Mgt Services"/>
Sending Facility <input type="text" value="Eastern High School"/>		Course Name <input type="text" value="Accounting & Business & Manage"/>
Comments <input type="text"/>		Instructor <input type="text" value="Foglesong , Maureen"/>
		Operating Building <input type="text" value="Everett High School"/>

Date Entered
 Date Exited
 Completion Status ☒ [Prev Year Co](#)

- d. Use either the last name / first name / CSC / CTEIS student ID search or scroll to the desired follow-up student and click on their record. Information about the selected student displays in the lower half of the screen as shown in the following example.
- e. To modify the phone number(s) or to enter a noncontact reason for students which you cannot reach, click the modify phone/noncontact button. Make changes and click save.
- f. To enter survey responses, check the Survey check box for the CSC for which the student was surveyed (in the case of multiple programs), check the type of survey form (student, proxy or mail survey), and click Survey.
- g. Survey questions are divided between six (6) tabs which are labeled with the general topic for each part of the selected survey form. The entire survey question and possible responses are noted.
- h. Enter the survey response for each applicable question. Please note the following:

✓ **An answer of 1 (Yes) or 2 (No) is required for question 1a. - 1e.**

- ✓ Question 1f has one additional response available. (6 - other (specify) _____)
- ✓ If question 1f. is not applicable, enter 9 (N/A) so that survey entry will automatically continue to the next appropriate question.
- ✓ Entry of survey responses will automatically follow the chosen survey form (student / proxy).
- ✓ All numeric responses may be keypunched using the number/key pad. It is not required that you use the drop down lists to select a response.
- ✓ Certain questions such as hourly wage (must be less than 99.99) and hours worked (must be less than 99) are validated to be sure entries are within an acceptable range. To proceed to the next question for these answers, press TAB.
- ✓ Enter any desired comments on the screen provided and press TAB to go to the Miscellaneous screen.
- ✓ Comments may be entered for noncontacts, just below the noncontact reason field on the follow-up survey entry search screen.
- ✓ The Proxy question is marked automatically if a proxy survey. It is disabled for a Student survey. For mail surveys, please mark as appropriate.

Step 6. Download follow-up data to diskette(s).

When all survey data has been entered and you are ready to download your data to diskette, proceed as follows.

Note: Be sure to enter a noncontact reason for students who were not reached. (See Step 5, part h.) You may enter comments in the area provided below the noncontact reason entry area, if desired.

- a. From the Main Menu, click Follow-up.
- b. Click Follow-up Listing / Download. Click the Generate Download option.

- c. *This screen displays all operating buildings in this database. By default, all buildings are checked. You may choose to clear all checks and choose only selected buildings. However, a follow-up download diskette will be generated only for buildings with eligible students to be surveyed. A message will display indicating if any selected buildings have no students to be included.*
- d. *Enter / edit the contact person name, address, email address and phone number. Contact information may be modified as needed by building. Click on the building and enter / edit contact information as desired.*
- e. *Insert a blank, high density diskette for the first building. One blank, formatted diskette is required for each building.*

Note: ***Please note that the FTP transmission option is no longer available. If you attempt to submit your data via FTP, you will encounter errors.***

- f. *Click continue to begin the download process. If any errors are detected, a error report will display to the screen. The user may click print to send the list to the printer.*

Errors such as missing gender, race/ethnic, exit status and sending district should not occur as these were data required for the 2005 4301 report for these students. If they do, this may indicate that the database being used is not the one used to generate the final 2005 4301 report. Please investigate.

Correct errors as indicated and repeat the download process. If any students are noted as missing a noncontact reason, return to the follow-up survey entry option and enter this information for these students.

- g. *A X0602-CTEIS report will print when choosing to download, provided that there are no errors detected. The counts on this report will be automatically submitted as an amendment to your 2005 4301 report when you submit your diskette to the SSC and will be subject to review by Dr. Jill Kroll at DLEG. Any differences between the counts on the X0602 CTEIS report vs your 4301 counts must be approved. A sample follows on the next page.*

Office of Career and Technical Preparation

Page 1

04/24/2006

Survey Results for Follow-Up 2006

CIP	Program Name	PSN	2005 12 th	2004 11 th	Total	Comp #	Surv %
District: 99/99999	Sample Public School District						
Facility	99999	Sample High School					
03.0000	Natural Resources	11111	7	0	7	5	71
10.0202	Radio & TV Broadcasting	22222	10	2	12	10	83
46.0401	Building Maintenance	33333	0	1	1	1	100
15.1301	Drafting/Design Technology	44444	2	1	3	2	67
Totals for Facility 99999			19	4	23	18	78
Totals for Fiscal Agency					23	18	78

Step 7. Submit follow-up diskette(s) to your Regional CTE Administrator April 24, 2006.

To insure timely turn-around of your local and state reports, it is important that you deliver your follow-up download diskette(s) by April 24, 2006 to your Regional CTE Administrator. Follow-up lists, survey forms and other follow-up materials should be kept by the district.

IMPORTANT: *Changes in reported completion counts since the 2005 4301 report MUST BE APPROVED by Dr. Jill Kroll at OCTP PRIOR to submitting your follow-up information.*

Regional Administrators should mail the diskette(s) to:

IDEA Consultants, Inc.
Attn: Survey Support Center
17520 W 12 Mile Road
Southfield, MI 48076

Please feel free to contact the SSC if you have any questions at (800)321-8076 or (248) 557-4332 or email us at followup@ideaconsultants.net

Step 8. Backup your 2004-2005 file.

It is strongly recommended that you backup your 2004-2005 CTEIS data file at this time. Click Backup/Restore from the CTEIS Main Menu, insert a blank, formatted high density diskette, choose backup, select the 2004-2005 data base, and click ok.

Step 9. Review Follow-up Survey results - September 2006.

Follow-up 2006 survey results will be shipped to Regional CTE Administrators for distribution to local follow-up contact personnel and local superintendents the first week of September. These results (reports) will be provided on CD in Adobe PDF format along with the applicable interpretation guides. State level summaries will be posed on the OCTP web site as follows.

Go to <http://www.michigan.gov/octp>, then the Data Evaluations and Reports link, then scroll down to the Follow-up Survey link at the bottom of the screen.

NON CTE STUDENT FOLLOW-UP

The Survey Support Center will, at no charge to the district, provide data processing and analysis for any district wishing to follow-up non career and technical education (CTE) students. *IDEA will only process information for the questions on the standard CTE follow-up forms.*

Mail nonCTE education surveys directly to the Survey Support Center. These surveys must be received by the Survey Support Center no later than June 30, 2006. The mailing address is:

IDEA Consultants, Inc.
Attn: Survey Support Center - Non CTE Follow-up
17520 W. Twelve Mile Road
Southfield, MI 48076

The Survey Support Center will enter data and provide the local educational agency with printouts showing how respondents answered each of the items. The format and contents will be the same as the T1608 CTE report that you may have received in past years.

APPENDICES

APPENDIX A

Definitions of Some Terms Used in Instructions

Adult	<p><u>Adults</u> are those reported as adults on Form 4301. See definition below.</p> <p>Adults (grade 13) were reported on the 4301 if they were working toward a high school diploma and not enrolled in regular daytime high school academic courses.</p>
Completer	<p>A <u>completer</u> to be included in Follow-up 2006 is any student who was enrolled in a reimbursed secondary CTE program and who was reported as a completer on line 2 or line 5 on Part A of Form 4301, "Secondary Vocational Enrollment and Termination Report for School Year Ending June 30, 2005."</p>
Fiscal Agency (FA)	<p>A <u>fiscal agency</u> is a local or intermediate school district that received reimbursement from the State for the CTE training of the student being followed-up.</p>
IDEA	<p><u>IDEA</u> Consultants, Inc., is the company that has received a competitive grant from the Michigan Department of Labor & Economic Growth to operate the Survey Support Center (See "SSC").</p>
DLEG	<p>Michigan Department of Labor and Economic Growth Office of Career and Technical Preparation Attention: Dr. Jill Kroll Post Office Box 30712 Lansing, Michigan 48909 Telephone Number: (517) 241-4354 Email address: krolljc@michigan.gov</p>

PSN

Program Serial Number - A number that uniquely identifies, for data processing purposes, an existing approved instructional program with a specific fiscal agency, content, instructional location, instructional time, and annual starting month. The five-digit PSN for each program appears on Form 4301 on the same line as the CIP code and program name.

Example:

<u>CIP Code</u>	<u>Program Name</u>	<u>PSN</u>
52.1999	Marketing Sales & Services	12345

SSC

The Survey Support Center is established to handle the flow of paper and data to and from the fiscal agencies, to assist in obtaining complete and accurate data, to perform data processing and, in general, to facilitate the follow-up survey. You may contact the Center by mail or phone at:

IDEA Consultants, Inc.
17520 W. Twelve Mile Road
Southfield, MI 48076

(248) 557-IDEA (4332)

or

(800) 321-8076 (long distance)

or

email at followup@ideaconsultants.net

Form 4301

This report titled, "**Secondary Vocational Enrollment & Termination Report for the School Year Ending June 2005**," submitted to the MICHIGAN Department of Labor & Economic Growth showed the number of individual students in each program run by your district during that school year. Among other information, the report lists completers for a program identified by a unique PSN (Program Serial Number).

APPENDIX B

Authority to Collect Career and Technical Education data (Including Student Names, Addresses, Phone Numbers, etc.)

When a local education agency enters into a cooperative agreement with a fiscal agency to participate in Career and Technical Education programs, the agency's superintendent signs an agreement (CTE-4648L) "Agreement for Designation of LEA Fiscal Agency and Operation of Cooperative Career & Technical Education Programs, which states, in part:

NOW, THEREFORE, IT IS AGREED:

B. The fiscal agency agrees to assume responsibility for:

7. Forwarding to the Michigan Department of Labor & Economic Growth all data and reports required as a condition of funding under the Carl D. Perkins Vocational and Technical Education Act of 1998.

C. As operating agency, the K-12 school district agrees to assume the following responsibilities:

5. Prepare all reports required by state or other agencies or as mutually agreed to by the parties, forward data to the fiscal agency in time to meet all reporting requirements.

The full document cited in part above may be found online at: <http://www.michigan.gov/octp>
Under "Federal and State Funding," Career Initiatives Notebook 2005-2006, Section R—CTE Fiscal Agency Cooperative Agreements.

The Financial Guide for Career and Technical Education Programs specifies the reporting requirements for CTE programs under "Noncompliance Provisions" p. FF-24, which states in part:

For the purposes of the administration of state and federal funds, the following situations are incidences for which a school district may be found to be out of compliance with legislative regulations. All of these issues have a basis in the federal regulations for Perkins or the School Aid legislation:

- Incomplete, insufficient or late Follow-Up, enrollment, and other data reports;
- Non-submission of individual student enrollment data for all state approved CTE programs;
- Failure to provide the Department with the necessary information to reasonably carry out its function under the Act.

In circumstances where noncompliance has been established, state and/or federal funds may be withheld from an institution until the school district reaches compliance or funds may be payback/recaptured from the recipient.

The Financial Guide for Career and Technical Education Programs may be found online at:
http://www.michigan.gov/documents/FF_Financial_Guide_46139_7.doc


APR 22 1988

DEPARTMENT OF
ATTORNEY GENERAL

MEMORANDUM

TO: Mr. Dick Shupe
Vocational-Technical Education Service

April 22, 1988

FROM: Paul J. Zimmer 
Assistant Attorney General

Re: Release of Student Information for a Verification Study

In your memorandum of April 19, 1988, you advise that the Department annually conducts a student follow-up study of high school graduates who have completed vocational education programs. The purpose of this study is to improve the vocational education curriculum. The Department contracts with a private vendor to conduct the verification component of this study. The verification component requires that the vendor have access to student names and telephone numbers so that he may contact students and provide them with the student follow-up survey instruments.

You inquire as to whether the Family Educational Rights and Privacy Act, 20 USC 1232g, would prevent a school district from releasing this student information to the vendor. Subsection (b)(1)(f) of the statute specifically authorizes a school district to release personally identifiable student information for this purpose. The vendor is an organization conducting a study on behalf of the state educational agency for the purpose of improving instruction. The only condition on release of the information to the vendor is that the vendor must assure that the study will be conducted in a manner which assures that the personally identifiable information will not be released to a third party and that the vendor will destroy the information when it is no longer needed for purposes of the study.

PJZ:ss

APPENDIX C

Sample Cover Letter for Mail Surveys*

Include a cover letter with each survey you conduct by mail. The letter should explain the survey and be typed on your school's letterhead stationary. You may modify the following sample cover letter to suit your local needs. It is important to keep your cover letter warm in tone and as brief as possible.

Professional data collectors feel that the inclusion of a personal communication of this type increases the return rate. They also feel that identification of the survey with state and federal agencies, as well as institutions familiar to the person receiving the survey, will also increase the return rate. In addition, the cover letter gives you an opportunity to explain to the person why the information is being sought and how it can benefit students.

(Date)

Dear Former Student (or Alumnus/Alumna):

It's your chance to help (LEA) plan its Career and Technical Education programs for the future. By sharing with us on the enclosed form what you are doing now and how your school's CTE* programs met your needs, we are able to get a clearer picture of what our program did for you and where you think we can improve. We are cooperating with both the MICHIGAN Department of Labor & Economic Growth and the United States Department of Education in this effort.

Your answers and comments will help your school improve programs and services for your brothers, sisters, and friends who are or will be attending (LEA) in the future.

Please fill out the enclosed survey form and return it in the enclosed stamped, self-addressed envelope by (allow 10 days). We are counting on your help.

Thank you and best wishes.

Sincerely,

(Name of Local School Official)

*If you are surveying both CTE and nonCTE students, we recommend that two different cover letters be used -- one for CTE students and one for nonCTE students. For nonCTE students, you can simply remove the word "CTE."

APPENDIX D

Cover Letter for Nonrespondents*

Send a follow-up letter or make a follow-up telephone call to former students who have not responded to the initial cover letter and survey form. The letter should explain the purpose of the mailing and be typed on your school's letterhead stationary. You may modify the following sample follow-up letter to suit your local needs.

(Date)

Dear Former Student (or Alumnus/Alumna):

Recently we sent a survey form to you concerning the Career and Technical Education experiences^{*} you had at (LEA) and how they relate to what you are doing now. It is important that we have your opinions as we begin to look at the results of the survey.

In the event you did not receive it, we have enclosed another form for you to use. The survey is required by the State government and provides useful information regarding the success of our program.

Please fill out the enclosed survey form and return it in the enclosed stamped, self-addressed envelope by (allow 10 days). We are counting on your help.

Thank you and best wishes.

Sincerely,

(Name of Local School Official)

*For nonCTE students, substitute "educational experiences" for "career and technical education experiences."